

**City of Grapevine
Special Event Permit Application**



OFFICE USE ONLY

Administrative Fee Paid _____

Cash, Check or Credit Card

Check Number _____

Date **Completed Application**
Submitted:

(At least 60 days prior to event date)

Thank you for considering Grapevine for your event. By providing the information below, you will help us to determine how to help make your event safe and pleasant for all involved. Your application will be approved with conditions or denied based on this information. Should certain parts of this application require additional information, you will be responsible for supplying that before the application can be approved. **Please submit an aerial map showing the event layout (IN DETAIL) and an Emergency Plan with your application.** There is a \$100 non-refundable Administrative Fee for submittal of all applications.

This application must be signed, notarized (with advance notice, the City can provide notary services), and submitted to the Parks and Recreation Administration division **at least 60 days prior to the event**. Parks and Recreation will forward it to the other City departments involved for approval. **Applications received less than 60 days out is subject to being denied.**

Event Title _____

☐ Parade ☐ Race ☐ Fun Run/Walk ☐ Corporate Event ☐ Athletic Event ☐ Other (explain) _____

Event Date _____ **Event Start Time** _____ **am / pm** **Event End Time** _____ **am / pm**

Setup Date _____ am / pm Setup Time _____ am / pm Tear Down Time _____ am / pm

Event Location / Park / Street _____

Organization Hosting Event _____ Cell Phone _____

Address _____ City _____ ZIP _____

Contact Person _____ Phone _____

Address _____

Email _____

In 100 words or less, please give us a short summary describing your event. **Include all activities** that will be conducted as part of this event.

Participants Expected: Number of Persons _____ Number of Vehicles _____

Number of Animals _____ Types of Animals _____

Description of Vehicles and Comments _____

****Depending on size of event, a parking plan may need to be included with the application****

Does Event use any Corps of Engineer property? ☐ Yes ☐ No

If yes, an additional COE permit is required, Emergency Plan and Insurance Certificate must be submitted.

Will you be charging participants and/or spectators a fee? ☐ Yes ☐ No

If yes, list fee. Participants \$ _____ Spectators \$ _____

Will there be any food or beverages sold or served at the event? ☐ Yes ☐ No

If yes, you must contact the Tarrant County Health Department at 817-321-4960.

Will there be alcohol at the event? ☐ Yes ☐ No

Will there be a food truck? ☐ Yes ☐ No

If yes, food truck vendor must provide a copy of their food truck permit.

Will there be any tents, temporary structures, stages or fencing? ☐ Yes ☐ No

If yes, contact Permits Dept. at 817-410-3166.

Will there be any entertainment, such as bands, DJ's, outside speakers, microphone, etc.? ☐ Yes ☐ No

If yes to any of the above, contact Development Services @ 817-410-3154 as additional permit may be required.

Will inflatables/ bounce house(s) be used in this event? ☐ Yes ☐ No

If yes, a Certificate of Liability Insurance must be provided from vendor providing the inflatable/bounce house.

Will portable restrooms be needed? ☐ Yes ☐ No

If yes, how many? _____ (fees will be applied)

Will you need a dumpster or roll-off for your event? ☐ Yes ☐ No

If yes, please contact Sasha Haverkamp at 817-410-3122. (fee will be applied)

Number of Lanes Requested for Closure _____ Street(s) _____

Direction of Closure _____

If you are requesting street closure you **MUST** include a route map as an attachment and a traffic control plan. If you have questions or need assistance with your traffic control plan, please contact Ron Hudson at 817-410-3276.

Person responsible for implementing traffic control plan is:

Name: _____ Phone _____

Indemnity

The holder of this permit shall waive all claims, fully release, indemnify, defend and hold harmless the City and all of its officials, officers, agents, consultants, and employees in both their public and private capacities, from any and all liability, claims, suits, demands or causes of action, including all expenses of litigation and / or settlement which may arise by injury to property or person occasioned by error, omission, intentional or negligent act of the permit holder, its officers, agents, consultants, representatives, and employees, arising out of or in connection with the activities authorized pursuant to this permit, and the permit holder will, at its own cost and expense, defend and protect the City and all of its officials, officers, agents, consultants, and employees in both their public and private capacities, from any and all such claims and demands. This indemnity shall apply whether the claims, suits, losses, damages, causes of action or liability arise in whole or in part from the intentional acts or negligence of the holder of this permit or any of its officers, officials, agents, consultants, representatives, and employees, whether said negligence is comparative negligence, concurrent negligence, gross negligence or any other form of negligence. Provided, however, that nothing herein shall waive the City's defenses or immunities under Section 101.001 et seq. of the Texas Civil Practice and Remedies Code or other applicable statutory or common law.

Applicant Signature (to be witnessed by a notary) _____

Printed _____ Date _____

Position You Hold in Organization Applying For Permit _____

CORPORATE ACKNOWLEDGMENT:

The State of Texas

County of Tarrant

Before me, the undersigned, on this day personally appeared _____ of _____, proved to me through the presentation of a valid Texas Driver's License to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed. Mr. /Ms. furthermore attested that he/she is signing this permit application and indemnity agreement in his/her capacity as _____ of _____, and that such capacity makes his signature valid to bind the entity, _____.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____, 20____.

My Commission Expires: _____

(Signature)

Notary Public in and for the State of Texas

RULES, REGULATIONS AND CONDITIONS

Permit Number _____

- A. The permittee will clean the grounds, remove equipment, and restore the permitted site by 12:00 PM of the day after the event. The sale of goods, food, beverages or other such items on City property can be authorized only in the absence of a concessionaire in the permitted site or his inability to supply the needs of the proposed activity.
- B. The permittee is responsible for providing parking assistance and adequate policing for crowd supervision and control.
- C. The permittee will not nail, staple, or otherwise attach any event-connected signs to any guardpost, signpost, utility pole or tree. If information or directional signs are needed for the event, the permittee will provide the signposts and will remove it by 12:00 PM of the day after the event.
- D. Admission to the event will not be limited to membership nor will any discrimination be made against a person because of race, creed, sex, color, age, or national origin in conducting the event. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to member of the sponsoring group, provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, or age. Request for special events permits citing special circumstances for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. This may be appropriate for activities such as contact sports and sports such as tennis, golf, or competitive swimming. Fishing tournaments do not qualify for discrimination based on gender.
- E. Private use of City of Grapevine lands will not preempt public use of all recreational resources.
- F. The activity will be of a limited duration, generally not more than eight hours in any one-day and will not exceed two consecutive days or more than two times per year.
- G. The permittee will furnish a map showing the area where the special event is to be conducted.
- H. The permittee will comply with all provisions of Grapevine Code of Ordinances, Chapter 16, Article III.
- I. Other conditions in connection with this special event review are as follows: _____

I have read the Special Event Permit and understand the conditions under which it is issued, and agree to comply with these conditions in conducting the event.

Point of Contact Address:

Permittee Signature and Date

APPROVED BY:

Authorized Representative of the City of Grapevine

PAYMENT INFORMATION

To pay by credit card, please fill out the following information:

Name on Card: _____

Account No: _____

Exp. Date: _____

Credit Card Type: MC or Visa

Signature

To pay by check, please make check payable to 'City of Grapevine Parks & Recreation', and mail to:

City of Grapevine Parks & Recreation
Attn: Sasha Haverkamp
P.O. Box 95104
Grapevine, TX 76099

The **completed** Special Event Permit application form may be emailed to shaverkamp@grapevinetexas.gov OR mailed to the above P.O. address.

*****Payment must be received prior to routing the completed special event permit application*****